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**SECURITY INFORMATION**  
Budget Formulation

**Section 1: Annual Office Estimates**

**1. Office Estimates Serve as the Basis for Developing the Agency Program.**

- a. Purpose -- The office estimates serve as the basis upon which the Director will develop the Agency's financial and operating program. The degree of success achieved in presenting the Agency's program to the Bureau of the Budget depends upon the soundness and quality of the budget estimates prepared by the offices. In order to prepare such estimates, the offices need guidance in the form of policy decisions. Therefore, detailed Agency estimates will not be prepared until after the Director has reviewed and evaluated the Office estimates and established fiscal and operating policy for the current and budget years.
- b. Timing of Submission -- To allow sufficient time for review, evaluation, and determination of policy, it is necessary for the Office estimates to be submitted to the Office of the Comptroller by 15 July of each year.
- c. Assistance in Preparation -- Because of its associations with the Bureau of the Budget, Treasury, GAO, and the Congress, the Comptroller's Office is in a position to assist all of the Offices in the development and preparation of Office estimates. In addition to mentioned associations, the Comptroller's Office is in contact with all Agency service and operating offices and can, therefore, aid in developing and presenting a unified program for the Agency as a whole.

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SECURITY INFORMATION**2. Procedure for Preparing Office Estimates.**

- a. Items Included -- The Office estimates shall cover total program requirements of the Office without any differentiation between vouchered and unvouchered funds.
- b. Basis of Submission -- Estimates will be submitted on an activity or project basis only. Details by object of expenditure will not be required until the preparation of the Agency estimates.
- c. Form and Content -- Each submission should be prepared as follows:
  - (1) Project or activity statement (Exhibit 1) presenting a summary of the work programs of an Office. This statement will reflect costs on a three-year basis; past year, current year, and budget year.
  - (2) A written statement (Exhibit 2) by project, giving an explanatory paragraph of the project objective together with the reasons for any contemplated changes in the project activity for the budget year. These statements should be concise and to the point.

**3. Review Process.**

- a. Review Committee -- The Agency Budget Review Committee holds informal hearings on the Office estimates to ascertain the validity of the estimates and to achieve a base upon which final Office allowances can be made. At these hearings, Office representatives are given the opportunity to explain their program for the budget year.

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- 8 -

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b. Committee Membership -- The Budget Review Committee is composed of the following:

c. Schedule of Hearings -- A schedule of hearings is established by the Comptroller and furnished each Office concerned. In order to facilitate arrangements for the hearings, each Office should furnish with the Office estimates a list of persons who will attend.

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- 7 -

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EXHIBIT 2

OFFICE ESTIMATES - 198Y

Explanatory Program Statement

Project

(Office)

198Y

198Y

- 16 -

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